

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Civil Engineer V****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Administers the Engineering Bureau of Public Works. Provides project management for capital improvement projects. Supervises engineering and technical staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages projects by designing, scheduling and budgeting processes, preparing requests for proposals, managing design contract to produce plans and specifications, reviewing project milestones, reviewing plans, providing technical assistance, providing construction oversight, preparing design revisions, and reviewing and commenting on site plans submitted for approval.
2	S	Performs administrative duties by supervising staff, assigning tasks, assisting in project management, and evaluating, developing and disciplining employees.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience as an Engineer.
Certifications and Other Requirements	Valid Driver's License, Engineer's License
Reading	Work requires the ability to read technical plans, specifications, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, calculus, geometry, and trigonometry.
Writing	Work requires the ability to write technical specifications, reports, and correspondence.
Managerial	Managerial responsibilities include allocating resources, and ensuring the timely completion of projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Field work, meetings, retrieving files
Sitting	F	Computer, desk work
Walking	O	Field work
Lifting	R	Survey equipment, plans
Carrying	R	Survey equipment, plans
Pushing/Pulling	R	Chair, file cabinet drawers
Reaching	R	Books on shelves, plans
Handling	N	
Fine Dexterity	R	Computer keyboard, telephone keypad, equipment
Kneeling	N	
Crouching	R	Field work
Crawling	N	
Bending	R	Filing in cabinet drawers, lifting equipment
Twisting	N	
Climbing	O	Ladder
Balancing	R	Ladder
Vision	C	Computer, desk work, field work
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	N	
Other (specify)	N	

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Computer, Microsoft Windows and Office software, Storm CADD, telephone, laser or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	S	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, reflective vest

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)